

Submit “legitimate” complaints and exercise caution against immature and reckless charges.

Advise the command of the specifics of the complaint.



Provide the command an opportunity to resolve and remedy.



Your Rights & Responsibilities
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INFORMAL COMPLAINT PROCEDURES

When possible, always attempt to resolve the complaint with the person(s) involved.
Resolution of conflict at the lowest level is strongly encouraged using the Informal Resolution System (IRS).

The three options in the IRS to reach a satisfactory resolution are:

Direct Approach

- Approach the person involved directly.

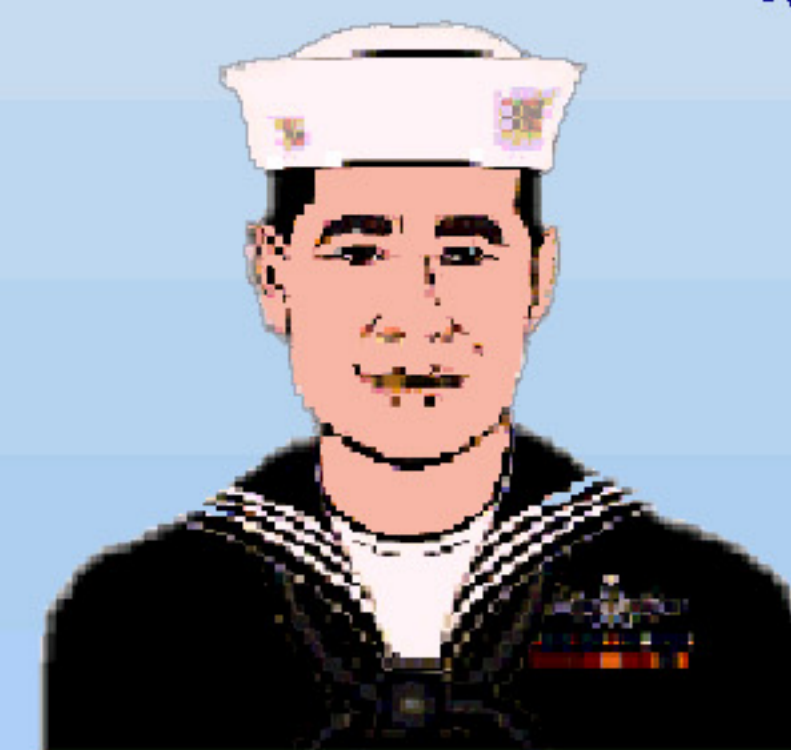
Informal Third Party

- Request assistance from another person or shipmate.
- Request to speak with the Command Managed Equal Opportunity (CMEO) Officer, Command Master Chief (CMC), or your chain of command.
- Request Commanding Officer's Mast. If the complaint cannot be resolved with the above methods, submit a request in writing to speak to the commanding officer.

Request Training

- Request presentation of training materials to communicate appropriate behavior.

If the resolution of the informal complaint is still considered unsatisfactory, use the formal procedures.



FORMAL COMPLAINT PROCEDURES

Navy Equal Opportunity (EO) Formal Complaint (NAVPERS 5354/2)

The primary method to report an EO (discrimination or sexual harassment) complaint which cannot be appropriately handled informally. The EO/SH formal complaint form is recommended as the first step in the formal complaint process.

Redress of Wrong Committed by a Superior (NAVREGS ART 1150) *

If the grievance is against a superior in rank or command, other than your commanding officer, submit the formal complaint to the commanding officer. If you consider the resolution unjust, you may submit a complaint against the commanding officer.

Complaint Against Your Commanding Officer (UCMJ ART 138) *

If the grievance is against your commanding officer, submit the formal complaint via the chain of command to the person exercising general court-martial authority over the commanding officer. When an Article 138 complaint is submitted, a report of proceedings is forwarded to the Secretary of the Navy for review and final action.

*Note: Legal assistance should be used when filing an Article 1150 or Article 138.



Resources

Department of Navy Professional Relationships
Equal Opportunity Advice Line

Toll Free: 1-800-253-0931

Commercial: (901) 874-2507

DSN: 882-2507

OVERSEAS: CALL COLLECT (901) 874-2507

E-Mail: eo/sh.advice.line@persnet.navy.mil

Web site: www.bupers.navy.mil/codes/pers6/pers61

Navy Inspector General Fraud, Waste & Abuse Hotline

Toll Free: 1-800-522-3451

Commercial: (202) 433-6743

DSN: 288-6743

Pertinent References for EO Complaint Procedures

- (1) NAVPERS 15620 Informal Resolution System (IRS) Booklet
- (2) NAVPERS 5354/2 Navy EO Formal Complaint Form
- (3) NAVREGS ART 1150 Redress of Wrong Committed by a Superior
- (4) UCMJ ART 138 Complaint Against Your CO
- (5) OPNAVINST 5354.1 (Series) Navy EO Policy
- (6) SECNAVINST 5300.26 (Series) Policy on Sexual Harassment
- (7) Manual for the Judge Advocate General

FOR YOUR INFORMATION

Contact your command:

CMEO/POC _____

CIVILIAN (EEO) _____

LEGAL _____

*F*air and equitable treatment of all hands, by all hands, at all times.